

**DEVELOPING ENGLISH READING AND WRITING MATERIALS FOR
VOCATIONAL HIGH SCHOOL STUDENTS MAJORING IN OFFICE
ADMINISTRATION BASED ON INDONESIAN-NATIONAL WORKING
COMPETENCY STANDARDS**



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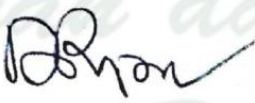
**A Thesis Submitted in Partial Fulfillment of the Requirement for Master's
Degree of English Language Education**

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ABSTRAK

Siti Maryam Solihat. 2021. Pengembangan Materi Ajar Membaca dan Menulis Bahasa Inggris untuk Siswa SMK Jurusan Administrasi Perkantoran yang Berbasis Standar Kompetensi Kerja Nasional Indonesia. Tesis. Jakarta: Program Magister Pendidikan Bahasa Inggris, Fakultas Bahasa dan Seni, Universitas Negeri Jakarta.

Berdasarkan Standar Kompetensi Kerja Nasional Indonesia (SKKNI), mampu membaca dan menulis dalam Bahasa Inggris merupakan kompetensi kerja yang harus dimiliki siswa SMK jurusan Administrasi Perkantoran. Penelitian ini bertujuan untuk mengembangkan materi ajar Bahasa Inggris yang berbasis SKKNI dan fokus pada kompetensi membaca dan menulis. Metode yang digunakan dalam penelitian ini adalah *research and development* (R&D) dengan menerapkan model Jolly dan Bolitho (2011) yang telah diadaptasi. Ada lima tahap penelitian yang dilakukan oleh peneliti: melakukan analisis kebutuhan, menentukan isi materi, mengembangkan materi, melakukan evaluasi terhadap materi, dan merevisi materi yang telah dievaluasi. Pada tahap analisis kebutuhan, tiga buku Bahasa Inggris yang digunakan oleh siswa kelas X, XI, dan XII jurusan Administrasi Perkantoran dianalisis untuk mengetahui apakah materi ajar membaca dan menulis dalam ketiga buku tersebut sesuai dengan SKKNI. Hasil analisis menunjukkan bahwa persentase kesesuaian buku Bahasa Inggris dengan SKKNI masing-masing adalah 33,33% (Kelas X), 27,78% (Kelas XI), dan 38,89% (Kelas XII). Hal ini berarti ketiga buku tersebut sangat tidak relevan dengan SKKNI dan sangat tidak sesuai digunakan sebagai materi ajar Bahasa Inggris untuk siswa Administrasi Perkantoran. Setelah melakukan analisis kebutuhan, tahap selanjutnya adalah menentukan isi materi ajar dan mengembangkan materi ajar. Ada tujuh unit materi yang dikembangkan dalam penelitian ini dan setiap unit memiliki empat bagian yaitu *Starter*, *Let's Read*, *Focus on Language*, dan *Let's Write*. Tahap selanjutnya adalah mengevaluasi materi yang telah dikembangkan melalui penilaian ahli. Hasilnya menunjukkan bahwa materi membaca dan menulis Bahasa Inggris yang dikembangkan memiliki skor rata-rata 3,63 yang dikategorikan sebagai "*Excellent*" atau sangat baik. Oleh karenanya, materi tersebut dapat digunakan oleh guru Bahasa Inggris untuk mengajar keterampilan membaca dan menulis kepada siswa SMK jurusan Administrasi Perkantoran.

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ABSTRACT

Siti Maryam Solihat. 2021. Developing English Reading and Writing Materials for Vocational High School Students Majoring in Office Administration Based on Indonesian-National Working Competency Standards. Thesis. Jakarta: Master Program of English Language Education, Faculty of Languages and Arts, State University of Jakarta.

Based on Indonesian-National Working Competency Standards, to be able to read and write in English is the working competency that Office Administration High-School students must have. This study aimed to develop English reading and writing materials for Office Administration students on the basis of Indonesian-National Working Competency Standards. Research method used in this study was research and development (R&D) by implementing Jolly and Bolitho's (2011) adapted model. There were five stages undertaken by researcher: doing need analysis, determining unit content of materials, developing materials, evaluating materials, and revising materials. In doing need analysis stage, the existing English reading and writing materials in three textbooks (Grade X, XI, and XII) used by Office Administration students were analyzed to examine their relevance with SKKNI. The findings showed that the percentages of relevance of the three textbooks respectively are 33.33% (Grade X), 27.78% (Grade XI), and 38.89% (Grade XII). It means the textbooks are highly irrelevant with SKKNI and it implies that the textbooks are very unsuitable for Office Administration students. After doing need analysis, the researcher determined the content of materials and developed the materials. Seven units of reading and writing materials were resulted from those two stages and each unit consists of four sections i.e., Starter, Let's Read, Focus on Language, and Let's Write. The next stage was evaluating the developed materials through expert judgment and the result shows that the average score of the materials is 3.63, and it belongs to "Excellent" category. Therefore, the materials can be used to teach English reading and writing skills to Vocational High School students majoring in Office Administration.

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DECLARATION OF INTELLECTUAL PROPERTY

I hereby declare that this thesis entitled *Developing English Reading and Writing Materials for Vocational High School Students Majoring in Office Administration Based on Indonesian-National Working Competency Standards* is entirely my own work. I am fully aware that I quoted some statements and ideas from various sources. All quotations have been acknowledged properly in the list of references.

Jakarta, February 2021



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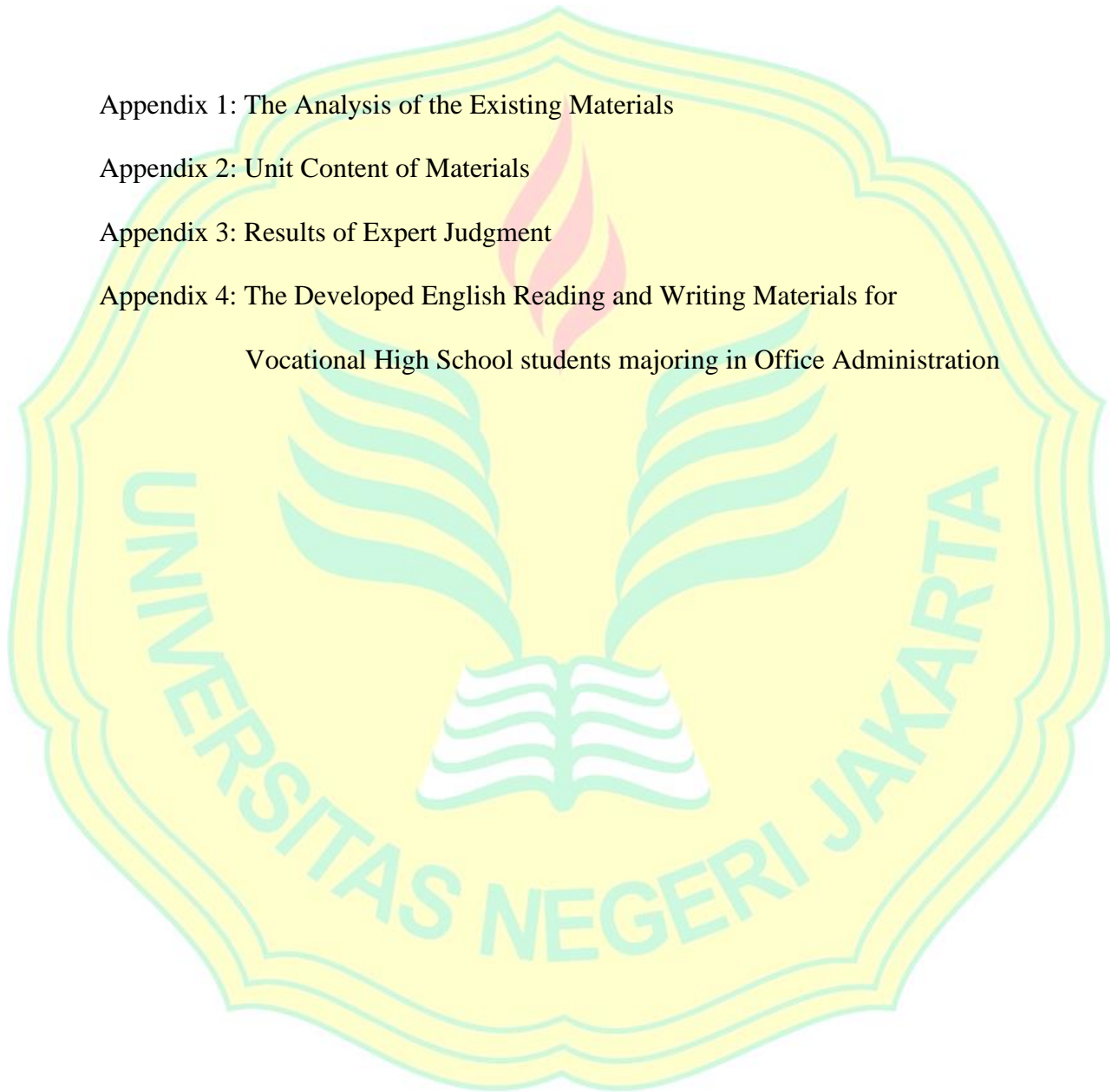
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Vocational High School students majoring in Office Administration



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